**WORKING BUDGET**

**BPM Technical Issue Reporting Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Super User Reporting Issue to BFA** | |  | | | | **College/Division** | | | | | |  | | | | **Date** | |  |
|  | | | | | | | | | | | | | | | | | | |
| **Name of User** |  | | | | | | | **Browser of User** | | | | | |  | | | | |
| **Who Should BFA Respond to?**  ***Place X in Box and extension*** | **Super User** | | | | **User** | | | | | | **Both** | | | | | | **Other** | |
|  | | | |  | | | | | |  | | | | | |  | |
| **If related to a position, what is the position #?** |  | | | | | | | | **What account number where they working with?** | | | | | | | |  | |
| **What Was the User Trying to Do? What screen did the error occur on?**  **Place X in box** | **Set Salary by Account** | | **Set Salary by Employee** | **Set Salary by Spreadsheet** | | | **Reallocate Salary** | | | **Reallocate Budget** | | | **Set Position Budget** | | **Set Other Budgets** | | **Other (explain)** | |
|  | |  |  | | |  | | |  | | |  | |  | |  | |
| **What Was the Issue / What Were They Expecting to See?** |  | | | | | | | | | | | | | | | | | |
| **Other Comments** |  | | | | | | | | | | | | | | | | | |
| **Screen Shot?** |  | | | | | | | | | | | | | | | | | |